



## Residential Building Application New Dwelling Unit

**Project Address:** \_\_\_\_\_

Legal Description: \_\_\_\_\_ Zoning: \_\_\_\_\_

Applicant is: ☐ Property Owner ☐ Contractor ☐ Architect ☐ Engineer ☐ Other \_\_\_\_\_

Applicant \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

**\*May we email your building permit?\*** ☐ Yes ☐ No

☐ Single Family Detached ☐ Duplex ☐ Single Family Attached # of units \_\_\_\_\_ ☐ Multi-Family # of units \_\_\_\_\_

☐ Townhomes ☐ Condominiums ☐ Apartments ☐ Owner Occupied ☐ Rental

Lot Sq Ftge: \_\_\_\_\_ #of Stories: \_\_\_\_\_ 1<sup>st</sup> Floor Sq Ftge: \_\_\_\_\_ 2<sup>nd</sup> Floor Sq Ftge: \_\_\_\_\_ 3<sup>rd</sup> Floor Sq Ftge: \_\_\_\_\_

Basement-Unfinished Sq Ftge: \_\_\_\_\_ Basement-Finished Sq Ftge: \_\_\_\_\_ Walkout: Yes -or- No

Garage Sq Ftge: \_\_\_\_\_ Covered Porch/Stoop/Deck Sq Ftge: \_\_\_\_\_ Open Deck Sq Ftge: \_\_\_\_\_

Multi-Family Parking: Total # of Stalls \_\_\_\_\_ Handicapped # Stalls \_\_\_\_\_

Setbacks (actual): Front \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_ Rear \_\_\_\_\_

Is this property in a flood plain? ☐ No ☐ Yes Minimum Elevation \_\_\_\_\_

Attachments: ☐ Site Drawing ☐ Building/Construction Plans ☐ Energy Code Review (REM/Rate-REScheck)

☐ Manuals 'D' & 'J' ☐ MPE or Flood Plain Permit (if required) ☐ COSESCO/SWPPP

Plumbing Contractor: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_

(for office use only):

Easements \_\_\_\_\_

Notice: Separate permits are required for electrical, plumbing, heating, ventilation or air conditioning. This permit expires 12 months from the date of issuance. The undersigned warrants that he/she has reviewed and is familiar with the provisions of the building and fire codes; as set forth under Chapters 175 and 180 of the Municipal Code of the City and all applicable zoning standards and will defend, indemnify, protect and save harmless the City and its employees from any and all liability, from any claim or cause of action which any person may have or claim to have by reason of any actual or alleged failure on the part of the undersigned to comply with the terms and provision thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I agree to adhere to the plans as submitted and approved by the Architectural Review Board and City Staff and will provide notification of any change prior to construction. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. **My signature below verifies that I understand the above and that erosion control measures and address posting are in place for this project.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE ALLOW A MINIMUM OF 5 WORKING DAYS FOR PERMIT APPLICATION REVIEW**

Date received \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Office Use Only

Approval Notification Date \_\_\_\_\_

Valuation \$ \_\_\_\_\_